

EDITED TASK LISTING

CLASS: Supervisor of Academic Instruction, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervises the academic and/or vocational education program of a state correctional adult school or juvenile high school to ensure quality services are provided to students utilizing the Departmentally approved education program, Departmental policies and procedures, etc. on a daily basis.
2.	Reviews courses of study and training materials to aid in the education and rehabilitation process of students utilizing various resources (e.g., teaching methodologies, best practices, State Model Curriculum Standards, job market analysis, community advisory groups, etc.) as necessary.
3.	Supervises the implementation of courses of study and training materials to aid in the education and rehabilitation process of students utilizing various resources (e.g., teaching methodologies, best practices, State Model Curriculum Standards, job market analysis, community advisory groups, etc.) as necessary.
4.	Consults with managers, employees, control agencies, other school systems and others on varied and/or sensitive/complex educational matters to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g., Departmental policies and procedures, interpersonal communication skills, knowledge, etc.) as needed.
5.	Takes action to improve performance of employees utilizing training, professional development, performance evaluations, Departmental progressive disciplinary procedures, the Employee Assistance Program, etc., per approved Federal and State regulations, Departmental policies and procedures, etc. on an on-going basis.
6.	Visits classes/programs and confers with staff and students to evaluate and improve methods and techniques of providing services to students utilizing standard evaluation procedures (e.g., classroom observation, review of student files and teacher lesson plans, evidence based practices, etc.) per professional standards (e.g., National, Federal, State, Departmental, etc.), etc. on a on-going basis.

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7.	Interviews and counsels students to provide information about available educational and vocational opportunities that meet student needs utilizing various resources (e.g., individualized learning plan, High School Graduation Plan, interpersonal communication skills, knowledge, experience, etc.) when requested.
8.	Supervise staff in the delivery of transitional services to students/inmates/ wards utilizing departmentally approved re-entry curriculum and programs, individualized learning plan, High School Graduation Plan, Federal and/or State grant guidelines, Federal and State laws, rules and regulations, Departmental policies and procedures, etc. on an on-going basis.
9.	Serves as a member of a variety of multidisciplinary or classification committees and/or various boards to evaluate student educational needs and recommend courses of training and further education utilizing assessments, transcripts, behavior records, individualized learning plan, High School Graduation Plan, classification process, input from staff and/or student and other committee members, etc. on a regular basis.
10.	Analyzes student achievement/progress data to provide program accountability to determine the effectiveness of the academic and/or vocational programs using database/manual systems, knowledge, experience, training, reference materials, etc., as required.
11.	Prepares accurate and effective written documents (e.g., memos, reports, proposals, etc.) for management, staff, students and others utilizing current technology and software, etc. as appropriate.
12.	Maintains accurate records to monitor school operations (e.g., student progress, historical data, policy and procedure updates, supervisory files, budget tracking systems, credential files, memoranda, etc.) utilizing current technology and software, filing systems, clerical staff, etc. as needed.

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13.	Participates in the development and review of budget and grant documents (e.g., Budget Concept Statements, Budget Change Proposals, Schedule 9's, Monthly Budget Plan, Budget Projections, Cal Star Reports, etc.) to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various data as necessary.
14.	Participates in the management of the educational budget by prioritizing, tracking and monitoring expenditures to ensure fiscal responsibility in accordance with departmental fiscal policy on an on-going basis.
15.	Provides information and recommendations to immediate supervisor in the preparation of grant applications for Federal or State financed education projects to qualify for supplemental funding to support the education programs using a variety of resources (e.g., benchmarks, knowledge, interpersonal communication skills, etc.) as needed.
16.	Reviews and evaluates curricula and instructional programs to ensure the program is in-line with the Department's adopted curriculum standards and meets all necessary State requirements using curriculum guides, lesson plans, syllabi, knowledge, interpersonal communication skills, etc. as requested.
17.	Assists in the implementation of approved pilot projects to test their effectiveness and validity utilizing Departmental approved resources and materials under the direction of the Supervisor of Correctional Education Programs (SCEP)/Principal as warranted.
18.	Participates in various committees (e.g., local, regional, interregional, ADHOC, etc.) to provide information, develop training, modify and enrich curriculum, etc., utilizing knowledge, interpersonal communication skills, etc. as required.
19.	Maintains order, discipline, directs, and supervises the conduct of inmates/wards to maintain security of work areas and materials in the performance of daily activities and to prevent escape or injury by inmates/wards to themselves, others, or property utilizing various resources (e.g., interpersonal communication skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by Departmental policies and procedures.

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20.	Supervises staff to maintain a professional environment and deal with problematic student behavior utilizing interpersonal communication skills, progressive discipline, classroom management techniques, etc. as dictated by Departmental policies and procedures, etc. on an on-going basis.
21.	Supervises staff in the administration and security of all standardized testing (e.g., Comprehensive Adult Student Assessment System [CASAS], Test of Adult Basic Education [TABE], General Education Development [GED], Standardized Testing and Reporting [STAR], CA High School Exit Examination [CAHSEE], etc.) to ensure compliance with testing procedures on an on-going basis.
22.	Provides direct supervision of the institution/school library programs to comply with departmental regulations and court mandates using various resources (e.g., reference manuals, media, computer software, subscriptions, legal material, etc.) on a daily basis.
23.	Reviews, investigates, and/or responds to inmate/ward appeals to resolve issues, provide information, and make recommendations in compliance with court mandates, Federal and State laws, rules, regulations, Departmental policies and procedures, etc. on an ongoing basis.
24.	Evaluates staff (e.g., Office Assistants/Technicians, Library staff, Associate Governmental Program Analysts, Teachers, etc.) performance to ensure performance objectives/standards are met, student progress is achieved by monitoring work assignments, assessment gains, credits earned, behaviors, utilizing a Individual Development Plan (IDP), and as required by the Departmental policies and procedures, etc. on an on-going basis.
25.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disability Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies on an on-going basis.
26.	Responds informally to staff grievances to resolve issues, provide information, and make recommendations in compliance with Federal and State laws, rules, and regulations, Departmental policies and procedures, etc. as needed.

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27.	Participates in the development of educational local and statewide policies and/or procedures utilizing appropriate resources (e.g., Federal and State laws, rules, regulations, knowledge, education code, new program parameters, Title 1 and 15, No Child Left Behind Act, Individuals with Disabilities Educational Act [IDEA], etc.) under the direction of departmental management and/or control agencies on an as needed basis.
28.	Communicates in a professional and effective manner with others utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations.
29.	Assists in the development of professional training curriculum for all education staff to improve program effectiveness utilizing workshops, conferences, contract trainers, etc., on an on-going basis.
30.	Provides regular training opportunities to staff on various functions of educational and institutional programs to ensure professional development, appropriate orientation, and student progress using regular faculty meetings, training sessions, memoranda, knowledge, interpersonal communication skills, Departmental policies and procedures, etc.
31.	Provides staff with training on assessments/identification, instructional methods, strategies and techniques to support students with special needs utilizing best practices, current methodologies, peer training, conferences, workshops, etc., in compliance with court mandates, State laws, rules and regulations, etc. as needed.
32.	Participates in the recruitment process to hire qualified staff utilizing various resources (e.g., staff networking, advertisement, career fairs, etc.) in accordance with State Personnel Board (SPB) laws, rules and regulations, on an on-going basis.
33.	Facilitates the hiring process by participating in interviews, conducting appropriate reference checks, evaluating and recommending candidates to fill identified vacant position(s) utilizing interpersonal communication skills, etc. in accordance with the Departmental policies and procedures, State Personnel Board (SPB) laws, rules and regulations as needed.

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34.	Represents the Department regarding educational matters at meetings, conferences, hearings, etc., to obtain information and/or represent the interest of the Department utilizing interpersonal communication skills, professionalism, knowledge, personal expertise, etc., as needed and/or upon request.
35.	Provides direction and resources to facilitate the school accreditation process as well as site reviews, Departmental compliance reviews and other State and Federal reviews to ensure program accountability and compliance utilizing various resources (e.g., Western Association of Schools and Colleges [WASC], Coordinated Compliance Review [CCR], Special Education verification reviews, Federal grant program reviews, etc.) as required.
36.	Assists in coordinating the education program with other institution activities to avoid operational conflicts through knowledge of institution and education operations as necessary.
37.	Correlates academic and vocational courses and programs with the appropriate staff, to meet the educational/work training needs of students utilizing student input, effective communication skills, knowledge, experience, curricula, etc. when possible.
38.	Assists in planning and conducting assembly/graduation and/or other programs to disseminate information, recognize achievement, etc. utilizing organizational and motivational techniques, knowledge, experience, etc. as needed.
39.	Orders and tracks equipment, instructional materials and supplies through the procurement process to facilitate the operation of educational programs utilizing database, forms, knowledge, experience, procurement and purchasing techniques, interpersonal communication skills, etc. as required.
40.	Monitors inventory (e.g., equipment, instructional materials, supplies, etc.) to facilitate the operation of educational programs utilizing interpersonal communication skills, Procurement Office, database, forms, Departmental policies and procedures, etc. as required.

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41.	Reviews and approves the process of ordering equipment, instructional materials and supplies to facilitate the operation of educational programs utilizing effective communication skills, knowledge, experience, procurement and purchasing techniques, etc. as required.
42.	Assists staff in implementing regular and alternative education delivery programs supported through technology and other media (e.g., television, close circuit, computers, Correctional Learning Network [CLN], etc.) utilizing technology delivery systems, etc. on an on-going basis.
43.	Collaborates with institutional management staff/teams to ensure that students have access to attend educational programs in order to meet student goals, utilizing student absence tracking systems, etc. as required by court mandates, State laws, rules and regulations on an on-going basis.
44.	Serves as a member of the institution's supervisory/executive team to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g., Departmental policies and procedures, interpersonal communication skills, knowledge, etc.) as needed.
45.	Assists in managing personnel and fiscal resources to ensure program needs are met (e.g., personnel years, vacation and sick leave usage, utilization of space, equipment, expenditures, etc.) utilizing expenditure tracking, position control, Strategic/Master Plan, etc., on an on-going basis.
46.	For the juvenile population, serves as the administrator at various student centered meetings (e.g., Student Consultation Team, Individual Education Plan, Language Assessment Team, etc.) to ensure the regular and special needs of students are met utilizing professional knowledge, interpersonal communication skills, knowledge of regulations and procedures, etc. on an on-going basis.
47.	For the juvenile population, reviews and implements programs for the special needs of juvenile offenders (e.g., special education, English language learners, remediation in preparation for the CA High School Exit Examination, etc.) to ensure compliance with State and Federal laws, rules and regulations utilizing processes adopted by the Division of Juvenile Education Services as needed.

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48.	For the adult programs, assists in the planning and supervision of the physical education/recreational programs at a correctional facility to provide meaningful health education, sport and leisure activities such as team and individual events using professional expertise, interpersonal communication skills, etc. on a daily basis.
49.	For the adult programs, supervises the Arts In Corrections Program and the Artist Facilitator to provide enrichment activities to the inmate population utilizing program guidelines, knowledge, interpersonal communication skills, etc. on an daily basis.
50.	Deliver effective oral presentations to various groups (e.g., management, staff, students, etc.) utilizing various tools, equipment and aids on an as needed basis.